

ELECTRONIC FILING INSTRUCTIONS FOR CANDIDATES

In order to get started filing your C-3 and C-4 reports electronically, you will need to do the following:

- 1 Complete and mail to the PDC an accurate & current registration form (C-1), if you haven't already done so.
- 2 Complete and mail to the PDC a signature authorization document and a password document. Faxes will not be accepted because we need to have an original signature on file. Sample forms can be found on pages 2-3.
- 3 Once the PDC has received your signature authorization, password document, AND registration form (C-1 or C-1PC), we will send you your Filer ID via e-mail.

Although the ORCA software will allow you to prepare a C-1 Candidate Registration Statement, these forms are not being accepted electronically. These forms must be submitted on paper. The only forms that can be submitted electronically with ORCA are C-3s and C-4s, including any attachments that go with those forms (Sch. A, Sch. B., Sch. L, Auction Reports, etc...).

NOTE: It is your responsibility to print out and file all necessary campaign finance reports with your county auditor or county elections officer.

[Download ORCA Software](#)

CONTACT INFORMATION

For answers to questions about the law or specific reporting requirements you may contact the front desk at (360) 753-1111 or 1-877-601-2828 and ask for an auditor. Or you can send an e-mail (pdcc@pdc.wa.gov) or fax (360) 753-1112.

For assistance with the setup of a committee in ORCA, how to enter data within ORCA, technical questions concerning ORCA, or any other electronic filing issues please click the "Help" menu item located on the menu bar at the top of the screen in the ORCA software. Animated tutorials are available at the same location. You can access context sensitive help in ORCA by clicking the F1 key on your keyboard. If you still have questions, you may contact: Sally Parker (sparker@pdc.wa.gov) (360) 586-2869.

Your comments about the software, the user's guide, and the entire electronic filing process are very important to us. We welcome your feedback.

****SAMPLE LETTER FOR SIGNATURE AUTHORIZATION FOR CANDIDATES****

NOTE: Please don't print out this page and submit it "as is". This is only a sample of what your signature authorization document should look like. You should use it as a template to create your own signature authorization document. Also, if you have official committee letterhead, please use it. Otherwise, include a statement in the letter stating that no letterhead is currently in use.

[DATE]

Washington State Public Disclosure Commission
P.O. Box 40908 Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing electronic reports for [ENTER THE CANDIDATE'S NAME, OFFICE SOUGHT, AND JURISDICTION].

You may contact me at [ENTER E-MAIL ADDRESS AND PHONE NUMBER HERE].

I represent that I have the authority to sign PDC reports for the above-named committee, certifying that the information contained in the reports is true and correct to the best of my knowledge.

Sincerely,

(Candidate's Signature)

(Treasurer's Signature)

(Print Candidate's Name)

(Print Treasurer's Name)

****SAMPLE PASSWORD DOCUMENT FOR CANDIDATES****

NOTE: Please don't print out this page and submit it "as is". This is only a sample of what your password document should look like. You should use it as a template to create your own password document.

Please print or type

Electronic Filing Passwords for [Candidate]

The treasurer's name is: _____

The treasurer's password is: _____

The candidate's name is: _____

The candidate's password is: _____

Create a password for the candidate and one for the treasurer and mail them with your signature authorization. Each password should be at least 3, but no more than 10, characters in length. You may use letters or numbers or a combination of both. Also you may use upper and/or lower case letters, but keep in mind that passwords are case sensitive. The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports.

Send to:
Public Disclosure Commission

P.O. Box 40908 Olympia, WA 98504-0908

NOTE: WEDS requires two passwords to electronically file, so if there is only one authorized signer, that person must have two passwords.

It is your responsibility to protect your password!